



UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
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INSTRUCTIONS TO STATE OFFICES
FOR SPOT-CHECKING THE WORK OF SUPERVISORS

In addition to the instructions contained in section 2, Part VII, of Bulletin 102, Instructions for Determining Performance, the State Office should follow the following procedure with respect to spot-checking the work of supervisors:

1. Only persons employed by, and responsible to, the State Office will be used for spot-checking. Where it is feasible, conservation agents and other persons employed by the State Office may be used in this work. However, it will be necessary in many areas to employ additional personnel in order to do a thorough job of spot-checking. Where persons already on the State payroll are used for this work they should spot-check farms in areas of the State which normally are not under their jurisdiction, or in which they have not previously been working. It is desired to attain as nearly an unbiased spot-check as possible. Care should be used in selecting additional personnel for this work by employing persons whose judgment can be relied upon and in whom farmers will have confidence. Where such additional personnel is necessary, they may be employed at a rate not to exceed \$6.00 per day, plus 3 cents per mile travel allowance, or 5 cents per mile on a comparative cost basis. \$3.00 per diem in lieu of subsistence may be allowed where necessary on prior approval of the Director of the Division.

2. At least half of the farms which are spot-checked in the county will be selected at random from the county files by the person conducting the spot-check. The other half of the farms selected may be those suggested or specifically requested by the county office or the county committee.

3. The person conducting the spot-check will take with him to the farm the complete file for the farm, including the work sheet and report of performance, the map, if any, and any other forms applicable to that farm. He will leave a record in the county office of the files which he takes out and such files will be charged by the county office against such person until returned.

4. The person conducting the spot-check will re-check as many of the entries made by the supervisor on the report of performance as are necessary to determine whether the work of the supervisor is acceptable. All entries on the report of performance which were made by the supervisor and which are found to be in-

correct to the point that they are not acceptable shall be checked with a blue pencil and the correct entries entered in the corresponding spaces on a separate work sheet and report of performance.

5. The supervisor's original report of performance will be accepted as satisfactory unless

a. The supervisor has failed to measure acreage which was required to be measured in instructions in Bulletin 102.

b. Straight line or linear measurements used in computing acreages vary more than 1 percent from the straight line measurements made by the spot-checker. In determining the accuracy of the original measurements made by the supervisor, due consideration shall be given to the point from which measurements were started and the point at which the same measurement was completed. The standards for determining starting and ending points of measurements are set forth in Part VII of Bulletin 102.

c. The re-check of acreage estimated by the supervisor is found to vary more than 10 percent from acreage determined by the re-check.

d. The soil-building practices recorded by the supervisor in section VII of the report of performance cannot be determined as having been actually performed by the producer or the extent to which the practices were carried out were incorrectly listed.

6. The person conducting the re-check in the county will file a daily report with the county committee with respect to the work of each supervisor whom he has re-checked. He will also file a daily report with the State Office with respect to the farms which he has re-checked. These reports will be made on NER Office Form 22. The State Office will file a monthly report with the Director of the Northeast Division of the work of spot-checking done in the State during the month. This State report will be filed on NER Office Form 23.

7. The spot-checker will also fill out for each farm which he re-checks, one copy of Form NER 109, "Agricultural Conservation Survey". These reports will be forwarded to the State Office, together with the daily report (NER Office Form 22).

A. W. Manchester

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Director, Northeast Division.